

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुदुर्ग नोटवारी विरथा बरवे विजे वेंले रिम रा छुलेंबा बरवादि

**MINUTES  
STRATA COUNCIL MEETING  
THE OWNERS STRATA PLAN LMS 712  
888 BEACH**

***Held on Tuesday, March 31, 2020  
Via Zoom Video Conferencing***

<b>COUNCIL IN ATTENDANCE:</b>	Daniel Wang	President
	Andrew DeBenedictis	Vice-President
	Bev Andrews	Treasurer
	Pat Dairon	Secretary
	Mike Gallagher	Member
	Doug Mcdougall	Member
	Kitty Morgan	Member
<b>BUILDING MANAGER:</b>	Narendra Chandra	
<b>SENIOR STRATA MANAGER:</b>	Cam Carruthers	FirstService Residential

The meeting was called to order at 4:30 p.m.

**IMPORTANT INFORMATION TO OWNERS**

**RE: PAYMENT OF STRATA FEES / FSRCONNECT REGISTRATION / FORM K**

- Owners are reminded to submit updated PAD Forms for convenient automatic withdrawal of Strata fees. **If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at [ar.bc@fsresidential.com](mailto:ar.bc@fsresidential.com) or 604.684.5329.**
- Council would like to encourage all Owners to register themselves as users of **FSRConnect™** in order to have online access to the Council Meeting Minutes, Strata Corporation financial records, the Strata's Bylaws and Rules, Engineering Reports, Building Notices, Owners' individual accounts and other general interest public information. To register, please follow the instructions on the last page of these Minutes.
- **Assistance and Access for Residents with No Current Form K:** Owners are advised that the front desk will be limited in their ability to assist occupants not included in the unit information or Tenants that do not have a current Form K on file identifying them as associated with a particular Strata lot. Owners not in compliance with the Form K Bylaws are subject to Bylaw infraction notification, which may result in applicable fines.

Owners are advised of the importance of ensuring that a current Form K is on file with the Strata Corporation and is updated at any time there is a change in tenancy and occupants are listed in the unit information.

This includes ensuring that information is updated at any time the unit is no longer tenanted, as current mailing and contact information on file will require updating if changed to being Owner occupied.

### **APPOINTMENT OF EXECUTIVE**

It was moved and seconded to appoint the following executive:

- President: Daniel Wang
- Vice-President: Andrew DeBenedictis
- Treasurer: Bev Andrews
- Secretary: Pat Dairon

**CARRIED.**

### **BUILDING MANAGER REPORT**

Council has reviewed the monthly report provided by the Building Manager. Specific items to be discussed and actioned, as contained in the report, will be directed to the Building Manager and Strata Manager by Council for completion by the appropriate service provider or follow up by onsite building services.

The Building Manager would like to remind all residents to please:

- Flatten all cardboard boxes.
- Not put cardboard down the garbage chute.
- Register pets.
- Double-bag garbage containing medical items during COVID-19 Pandemic.

### **APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was moved and seconded to approve the Minutes of the Strata Council Meeting held January 28, 2020 as circulated. **CARRIED.**

### **FINANCIAL REPORT**

1. **Review of Accounts Receivable:** Strata Council reviewed the accounts receivable as of March 27, 2020 and directed the Strata Manager to issue a demand letter to an Owner with outstanding strata fees. It was moved and seconded to send SL 251 to collections. **CARRIED.** Owners that are paying their Strata fees via PAD will have the amounts adjusted on April 1, 2020. Owners that pay their Strata fees via cheque will need to submit a top-up for the increase retroactive to January 1, 2020. All Owners are reminded of the Special Levy approved at the Annual General Meeting which is due in two installments on April 1, 2020 and May 1, 2020. Owners are reminded that Strata fees are due on the 1<sup>st</sup> of each month. The Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.
2. **Report on Unapproved Expenditures:** The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

It was moved and seconded to approve the following:

- (a) Milani Invoice #1050452 in the amount of \$809.06 for emergency storm drain repairs.

**CARRIED.**

3. **Monthly Statement(s):** It was moved and seconded to approve the financial statement(s) for January and February 2020. **CARRIED.** Please note that the February Statements include the updated budget that was approved at the Annual General Meeting.

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect™**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

4. **2020 Audit:** Strata Council is awaiting the finalized 2020 Audit. Once received, it will be distributed to Owners via the website and Connect.

**REPORT ON LITIGATION**

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

**COMMITTEE REPORTS**

1. **Landscaping:** Andrew DeBenedictis has been appointed Chairperson of the Landscaping Committee. The pavers in the courtyard have been repaired. A meeting with Para Space will be scheduled shortly.
2. **Fitness Centre:** Items for the fitness centre have been received and will be added to the area. Please be reminded that the pool and other amenities are closed until further notice due to COVID-19 pandemic.
3. **Elevator:** The Committee has had difficulty communicating with TKE and requested that Strata Council assist with the start to the elevator upgrade project, which is at least a year away from commencing. There will be no disruption during the COVID-19 pandemic.
4. **Renovation:** The Committee will not be approving any renovation requests during the COVID-19 pandemic.
  - (a) **Renovation / Indemnity Agreement Approval SL 3:** It was moved and seconded to approve the scope of work as per the Indemnity Agreement dated March 11, 2020. **CARRIED.**
  - (b) **Renovation / Indemnity Agreement Approval SL 114:** It was moved and seconded to approve the scope of work as per the Indemnity Agreement dated March 2, 2020. **CARRIED.**
5. **Personnel:** One of the concierge staff has reduced the number of worked hours per week. The Strata Manager will advise payroll to adjust the benefits accordingly. A new employee has begun training as concierge.

6. **Neighbourhood Issues:** Nothing to report at this time.
7. **Bike:** The Committee is in the process of obtaining quotes for bike racks / enclosures.
8. **Security:** The Committee will be scheduling a meeting soon. They recommend that when a unit sells, the FOB's and Remotes need to be registered with concierge by the new Owner rather than being passed from the existing Owner to the new Owner. Same process will apply when there is a new Tenant. This process will be included in the Move-In / Move-Out forms.  
  
As recommended by the Committee, it was moved and seconded to disable the auto door openers until COVID-19 pandemic subsides. **CARRIED.** Strata Council understands that there will be objections to this move, but this is for the security of the building.  
  
The Building Manager will reach out to the security contractor to see if the Garden and Ocean tower elevators are locked off like those in Beach tower. Residents would need to use their FOB again at the elevator after using the FOB at the entry door.
9. **EV Charging:** A Committee has been formed to review the report from Power-Pros and to set a meeting with them to discuss options. This matter is on hold until COVID-19 pandemic subsides.

#### **BUSINESS ARISING**

1. **Directives:** The directives from the previous Council meeting have been reviewed with Council. Council is satisfied that they are being attended to at the present time. All items currently in progress are contained in these minutes.
2. **Risk Control:** This has been tabled to a later date.
3. **Bylaw Review:** This has been tabled to a later date.
4. **Podium Renewal:** Strata Council reviewed an update from RDH Building Science (RDH). RDH is preparing a proposal for review by Strata Council. This podium renewal project will require the services of a landscape architect.
5. **Spring PM:**
  - (a) **Davit Arms:** Davit arm replacements have been ordered and will be installed shortly.
  - (b) **Window Cleaning:** Window cleaning of non-accessible windows will be scheduled for May 2020. Notices will be sent out. Schedule is subject to change given the current COVID-19 pandemic.
  - (c) **Courtyard Pavers:** The courtyard pavers have been repaired.
  - (d) **811 Garden Tower:** It was moved and seconded to approve the bid from Final Restoration Ltd. in the amount of \$83,700 plus taxes to replace the roof membrane at 811 Garden Tower. **CARRIED.**

- (e) **IGU Replacements:** IGU replacements for 2020 have been ordered and some of the IGU's have been delivered to the building. Replacements will be scheduled in May, subject to COVID-19 pandemic.
  - (f) **Seismic Gas Shut-off / Fireplace Inspection Quote:** Strata Council reviewed a quote to re-start the fireplaces once the seismic gas shut-off valve has been installed and directed the Building Manager to get the quote revised to reflect the correct number of units.
6. **Legal Opinion – Service Dog:** Strata Council reviewed a legal opinion on service dogs and are aware that service dogs and guide dogs are exempt from pet Bylaws. However, the guide dog or service dog must adhere to the **“Guide Dog and Service Dog Act”** which requires that service dogs, guide dogs and dogs-in-training must be certified. If you are going to notify Strata Council of a guide dog, service dog or dog in training, please provide a copy of the certification.

### CORRESPONDENCE

1. **Reports from FSRConnect™:** The Strata Council reviewed a summary of letters and violations that were issued since the last meeting. Strata Council reviewed the complaint process and have agreed to the following:

All complaints must be in writing. Concierge has a copy of the complaint form. It is the responsibility of the person submitting the complaint to identify which Bylaw or Rule is being violated. Copies of Bylaws and Rules can be found on *FSRConnect™*. All complaints that are submitted will result in an “alleged” infraction letter which gives the Resident 14 days to respond in writing or request a hearing. Strata Council will then review all ‘open’ alleged infractions at their next meeting and make their decision on a case-by-case basis, depending on the information that they have available to them.

- (a) **Bylaw Infraction – Noise – SL 177:** Strata Council could not verify the disturbance so is not in a position to impose a fine.
- (b) **Bylaw Infraction – Noise – SL 185:** Strata Council could not verify the disturbance so is not in a position to impose a fine.
- (c) **Bylaw Infraction – Pets – SL 216:** Strata Council reviewed details of the alleged infraction and will not impose a fine.
- (d) **Bylaw Infraction – Pets – SL 92:** Strata Council directed the Strata Manager to issue a warning only and advise the Owner to register their pet(s).
- (e) **Bylaw Infraction – Unauthorized Item – SL 177:** It was moved and seconded to impose a \$200.00 fine every seven (7) days until the unauthorized item is removed. **CARRIED.** Strata Council also requires that RDH Building Science review and approve the removal to ensure the building envelope is properly sealed.
- (f) **Bylaw Infraction – Noise – SL 177:** Strata Council noted that the noise disturbance was not after hours (ie: within regular daytime hours) and is not in a position to impose a fine.

- (g) **Bylaw Infraction – Noise – SL 177:** It was moved and seconded to impose a \$200.00 fine for excessive noise as confirmed by Concierge. **CARRIED.**
- (h) **Bylaw Infraction – Other – SL 177:** Strata Council could not verify the disturbance so is not in a position to impose a fine.
- (i) **Bylaw Infraction – Other – SL 185:** Strata Council could not verify the disturbance so is not in a position to impose a fine.
- (j) **Bylaw Infraction – Other – SL 81:** It was moved and seconded to impose a \$200.00 fine for traversing the P1/P2 gate behind another vehicle, damaging the garage gate. **CARRIED.**

2. **Correspondence Received:**

- (a) **Service Concern:** Strata Council reviewed a service concern raised by an Owner and confirmed with the Building Manager that the door has been repaired.
- (b) **Owner Request:** Strata Council reviewed a request from an Owner to lock off the elevator and stairs to their floor. After reviewing past practices, they directed the Building Manager to obtain a quote for this work as this will be an Owner charge-back. Strata Council also directed the Building Manager to determine if this particular floor is considered a cross-over floor in which case, the doors cannot be locked.
- (c) **Owner Response to Alleged Bylaw Infraction (Feb. 5):** Strata Council reviewed an Owner response to an alleged Bylaw infraction and took the response into consideration when making their decision whether to fine.
- (d) **Owner Response to Alleged Bylaw Infraction (Feb. 7):** Strata Council reviewed an Owner response to an alleged Bylaw infraction and took the response into consideration when making their decision whether to fine.
- (e) **Entrance Suggestion:** Strata Council reviewed an Owners suggestion for signage at the entrances. Strata Council will come up with appropriate wording and will review at their next Strata Council meeting.
- (f) **Weekly Flowers:** Strata Council reviewed an Owner concern about the quality of the lobby flowers and directed the Strata Manager to reach out to the flower contractor.
- (g) **Elevator Entrapment:** Strata Council reviewed an Owner concern about an elevator entrapment along with a recommendation that elevator #6 should not be locked off. Elevator #6 is the service elevator and is the only elevator that can be used for moves. The Elevator Committee will bring this concern up with TKE during their next scheduled meeting.
- (h) **Response to Alleged Bylaw Infraction:** Strata Council reviewed an Owner response to an alleged Bylaw infraction and took the response into consideration when making their decision whether to fine.

- (i) **Owner Recommendations:** Strata Council reviewed recommendations from an Owner regarding items from the Annual General Meeting. Revised trickle charger rules are noted in New Business below.
- (j) **Charge-Back Inquiry:** Strata Council reviewed an Owner inquiry regarding a Milani charge-back and after much discussion directed the Strata Manager to reduce the charge-back to \$300 and respond to the Owner.
- (k) **Charge-Back Inquiry:** Strata Council reviewed an Owner inquiry regarding a Milani charge-back and directed the Strata Manager to obtain additional supporting documentation before making a decision. They will review this matter again at their next meeting.
- (l) **Contractor Concern:** Strata Council reviewed an Owner concern regarding a rude contractor parked on Howe Street. As the vehicle was on City of Vancouver property (Howe Street), this is a matter for the City of Vancouver as the Strata Council has no authority.
- (m) **Response to an Alleged Bylaw Infraction:** Strata Council reviewed an Owner response to an alleged Bylaw infraction regarding an aggressive dog and took the response into consideration when making their decision whether to fine.
- (n) **Courtyard Issues:** Strata Council reviewed an Owner's observations regarding courtyard usage and thank the Owner for providing the observations. Strata Council would also like to remind the Owner that if they wish to complain about a particular incident, to submit a written complaint.
- (o) **Request to Reverse Charge-Back:** Strata Council reviewed an Owner request to reverse a charge-back and after reviewing the details of the incident, directed the Strata Manager to reverse the charge-back as it was a Strata Corporation expense.
- (p) **Owner Concerns with Complaint Process:** Strata Council reviewed an Owner's concern with the complaint process, including submitting complaints and verifying complaints. Strata Council has requested that all complaints be submitted in writing, identifying the Bylaw or Rule that is being violated. Strata Council also wants to advise Owners that many noise complaints cannot be verified and if they cannot be verified, they will not assess a fine.
- (q) **Request for Dog Size Restrictions:** Strata Council reviewed an Owner request to restrict the size of dogs. Strata Council will forward this request to the Bylaw Review Committee for consideration.
- (r) **Noise Concerns During COVID-19 Isolation:** Strata Council reviewed an Owner's concern about construction noise in the building during the COVID-19 self-isolation. Strata Council is not authorizing any new renovations until such time as self-isolation is relaxed. Strata Council directed the Building Manager to reach out to the contractors that are "in progress" and ask them to be mindful of Residents and keep noise to a minimum.

**NEW BUSINESS**

1. **Trickle Charging Rule:** At the recent Annual General Meeting, changes to the Rule were discussed. As Rules can be changed by Strata Council at any time and subject to ratification at the next General Meeting, it was moved and seconded to approve the amended wording to the Trickle Charging Rule as follows:

***Trickle chargers (2 amps or less) can be used to maintain an owner's vehicle lead acid battery when the owner is absent for extended periods of time or when the vehicle is being stored. Trickle chargers are not designed for use with an electric vehicle. Owners who wish to install (at their own cost) an electrical outlet to use a trickle charger must have a concrete post or wall near their parking stall. Owners must submit a copy of their electrician's proposal for the installation of an electric outlet (120V only) to the Building Manager for approval.***

***The following strict guidelines must be adhered to when using an electrical outlet in the parkade for a trickle charger to maintain a vehicle's battery:***

- ***details of the vehicle trickle charger must be submitted to the Building Manager for approval,***
- ***all chargers must automatically switch to a maintenance mode when a charge is complete,***
- ***all chargers must be warranted as free of creating a fire hazard; all chargers must have a CSA or ULC safety certification,***
- ***if an extension cord is being used, it must be 12 or 14 gauge,***
- ***an extension cord must not be wrapped along or around any exposed piping (eg. sprinkler piping) or laid across the concrete flooring outside the boundary of the Owner's parking stall.***

**CARRIED.**

2. **Make-Up Air (MUA) and other Milani Quotes:** It was moved and seconded to approve the following quotes:
- (a) Quote 29325-1067945 - \$982.00 plus taxes – install new air vent in P2 mechanical room.
  - (b) Quote 29325-1067937 - \$4,737.00 plus taxes – replace corroded fittings on DHW lines in the roof mechanical room.

**CARRIED.**

3. **Milani In-Suite Servicing:** Strata Council will be meeting with Milani to come up with a proposal for in-suite servicing of supply lines, toilet seals, etc.
4. **Updated Roof Map:** An updated roof map has been uploaded to the Strata website.

5. **Gas Shut-Off Valve Identification:** Strata Council directed the Building Manager to have the gas shut-off valves identified.
6. **CHOA Membership:** It was moved and seconded to obtain a membership with Condominium Home Owners Association (CHOA) at an annual cost of \$575.00 plus taxes. **CARRIED.**
7. **COVID-19:** A Committee has been formed to deal with issues around COVID-19 pandemic. They will distribute information along with forms for Residents to complete. They will put Residents that can help in contact with Residents that need assistance.

### **TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 6:50 p.m.

**Next Meeting:** Tuesday, April 28, 2020, 4:30 p.m. via video conference.

**FirstService Residential BC Ltd.**



Cam Carruthers  
Senior Strata Manager  
Per the Owners  
Strata Plan LMS 712

CC/tl

**Email:** [info.bc@fsresidential.com](mailto:info.bc@fsresidential.com)  
**Customer Care Centre:** 1.855.273.1967 (24 hours non-emergency)

[www.fsresidential.com](http://www.fsresidential.com)

**Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.**

### **FSRConnect™ REGISTRATION**

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at [connect.bc@fsresidential.com](mailto:connect.bc@fsresidential.com) to further assist you in your registration process.



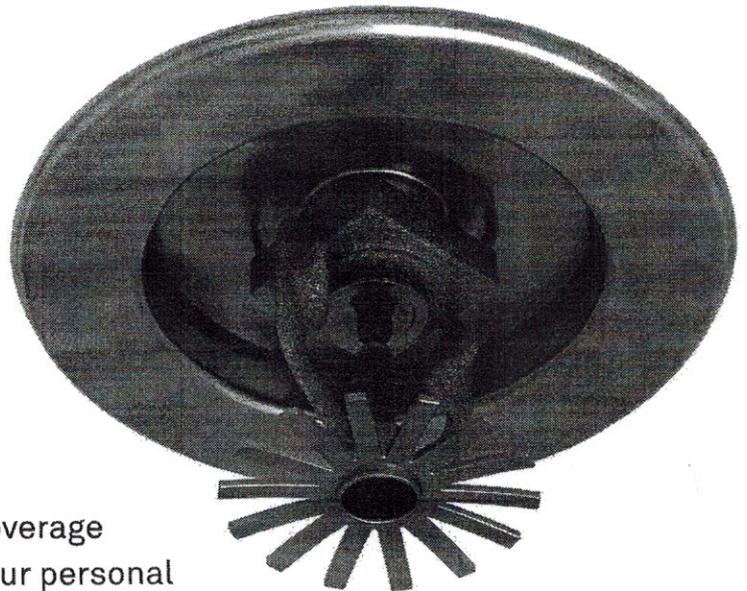
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## Sprinkler Heads

It is extremely rare for sprinkler heads to spontaneously burst. **Human error is the cause of most unintentional sprinkler activation.** *Did you know* that a single sprinkler head can release more than 20 gallons of water per minute, enough to fill a hot tub in ten minutes? In just a short time, this much water can cause major damage to your unit, as well as units beside or below you. Follow these tips when it comes to the sprinkler heads in your unit:

- Do not hang anything from your sprinkler line or heads. This includes electrical cords, cables, candle holders, clothing, and hangers.
- Keep an 18-inch clearance between the sprinkler head and items underneath to allow proper disbursement of water.
- Make sure you have insurance coverage to protect against damages to your personal unit and property.



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